

For: FSA Offices

AS/400 Training for Computer Specialists

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The newly acquired AS/400 Application Server deployment will begin in October. The AS/400 is a robust and complex system that requires an operational knowledge different than the existing Advanced System/36, Model 236.

The IRM field staff:

- is critical to successfully implementing the AS/400's
- will need to be proficient in it's operations and troubleshooting.

In addition, they will be managing their own state's deployment within 2 weeks of training.

B

Purpose

This notice authorizes the computer specialists to attend training in Kansas City, Missouri, October 2 through October 6, 2000, and provides information about:

- hotel reservations
- travel arrangements
- training schedule
- documenting training.

C

Contact

For more information about the training, contact Sandi Davenport at 202-720-1700.

Disposal Date

December 1, 2000

Distribution

All FSA Offices; State Offices relay to County Offices

2 Training Information

A

Topics

Training will include such items as:

- basic system day-to-day operations
- tools and utilities
- client access
- security issues
- backup and recovery procedures
- telecommunication issues
- help facilities
- System 36 as a guest system.

Participants will:

- have an opportunity to ask questions
 - receive handouts providing an overview of the training.
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B

Training Schedule

The following table provides the training schedule.

Dates	Beginning Time	Ending Time
October 2	12:00 noon	4:30 p.m.
October 3 through October 5	8:00 a.m.	4:30 p.m.
October 6	8:00 a.m.	12:00 noon

3 Accommodations and Travel Authorizations

A

Hotel Information

The training will be held at the following:

Kansas City Marriott Downtown
200 West 12th Street
Kansas City, Missouri 64105
Phone: 816-421-6800
FAX: 816-471/5631

Reservations must be made directly with the hotel by calling 816-421-6800 by COB September 27, 2000, or participants will be subject to regular room rates. Reservations must be guaranteed by using a government credit card.

The lodging rate is \$85.00 inclusive. To receive the tax exempt rate, participants must:

- show proper government ID
- specify that they will be attending the AS/400 Training.

Check-in time is 3:00 p.m. and check-out time is 12:00 noon.

B

Travel Authorization

Each participant must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

Travel expenses shall not exceed the \$127 per diem rate (\$85 lodging, \$42 M&IE) for authorized attendees.

Rental cars are not approved.

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3 Accommodations and Travel Authorizations (Continued)

B **Travel** **Authorization** **(Continued)**

Instructions for preparing travel authorizations are provided in the following tables.

National Office Participants	
Step	Action
1	Manually prepare AD-202.
2	Charge travel to your National Office's organization code.
3	Use the following accounting code: 184XXX8403069X, substituting the XXX84 with your National Office's organization code. Note: See 98-FI, Exhibit 8 B, for National Office organization codes.
4	Enter AD-202 in the Online Travel System after October 5, 2000. Note: See Notice FI-2452.

State Office Participants	
Step	Action
1	Manually prepare AD-202.
2	Charge to Washington-controlled State travel.
3	Use the following accounting code: 1843XX8403069X or 1847XX8603069X, substituting the 3XX84 or 7XX86 respectively with your State Office organization code. Notes: See 98-FI, Exhibit 11, for Federal Washington-controlled State organization codes. The accounting codes reflect the new FY01 Accounting Classification Code Structure (ACCS) format. If you have any questions about this new ACCS format, contact Karen Bretthauer, FMD at 703-305-1304.
4	Enter AD-202 in the Online Travel System after October 5, 2000. Note: See Notice FI-2452.

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3 Accommodations and Travel Authorizations (Continued)

**B
Travel
Authorization
(Continued)**

County Office Participants	
Step	Action
1	Prepare FSA-164.
2	Charge to County Office administrative funding.

**C
Persons With
Disabilities**

Persons with disabilities who require accommodations to attend or participate in this training should contact the Employee Development Branch at 816-926-6517 or TTY at 816-926-7440 by September 28, 2000.

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3 Hotel and Travel Authorization Information (Continued)

**D
Ground
Transportation**

Service	Cost	Additional Information
KCI Airport Shuttle	\$13 one-way \$21 round trip	Upon arrival at the KCI Airport, locate the red shuttle booth near the baggage claim area or pick up the white Airport courtesy phone and dial "5000". Advanced reservations are required for your return trip to the airport. Please call 816-243-5000. Schedules for your return trip to the airport are available at the hotel.
Taxi	\$25 to \$30 one-way	Taxi service is also available at the airport.

**E
Directions From
Airport to Hotel**

Take I-29 South to 169 South. Cross the Broadway Bridge, follow Broadway to 12th and Broadway; turn left on 12th Street, proceed to Wyandotte. The hotel is located at the northeast corner of 12th and Wyandotte.

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4 Actions

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State Office Action

State Offices shall:

- relay the information in this notice to each participant
 - instruct each State Office participant to prepare travel authorization according to subparagraph 3 B.
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B

County Office Action

County Office participants shall prepare travel authorization by completing AD-164, according to subparagraph 3 B.

C

Documenting Training

Participants of:

- non-Combined Administrative Management System (CAMS) States shall complete SF-182 according to 6-PM
- CAMS States shall:
 - select training session Course No. 020008 from the CAMS Training Course Catalog
 - enter the CAMS website and select the following:
 - “Training”
 - “Request Course Session” to submit a request to attend this training.

Note: Once this training is requested in the CAMS system, the participant’s training request will be sent to the supervisor and the State Training Officer for approval.

After the request has been approved, the training request will be sent to HRD, Training Development Branch for processing.

Direct questions about processing to Tom Montgomery or Joe Hoffman at 202-418-9041.
